

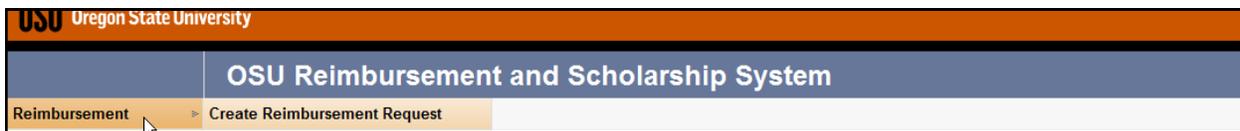


## OSU Reimbursement System—Deleting a Reimbursement

Reimbursements which have been paid by the OSU Foundation cannot be reversed, deleted or changed. All payments are final.

Only PENDING or DISAPPROVED reimbursements can be edited or deleted.

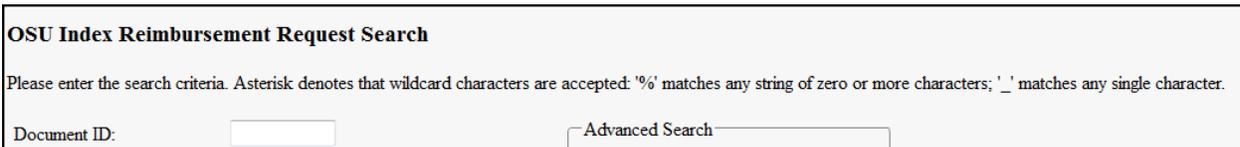
### 1) Login and Locate the OSU Reimbursement System page.



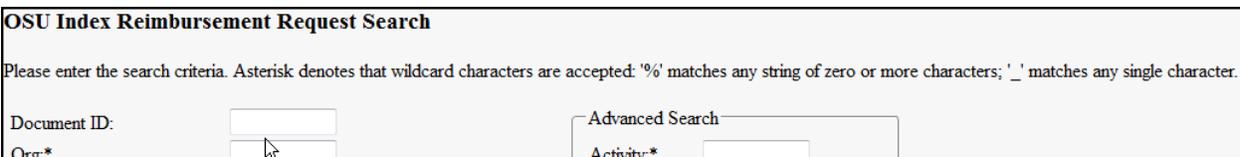
### 2) Next move your cursor over “Search Reimbursement Requests” and click.



*This action opens the OSU Index Reimbursement Request Search page.*



### 3) Enter the Document ID



*If you do not know the Document ID but you know the Org, you can perform a search using the six digit Org Code or using the first few digits plus the percent sign (%).*



A successful search for a reimbursement document will result in a **single** or **multiple** line list.

**Search Results:**

Doc ID	Org	Org Title	Index	Business Purpose	Total Amount	Req Date	Originator	OSU Status	OSUF Status
238	491137	YIA - Womens Swimming	FS0948	Test New OSUF Prog	\$598.00	28-Jun-2010		DISAPPROVED	

**Search Results:**

Doc ID	Org	Org Title	Index	Business Purpose	Total Amount	Req Date	Originator
67	408001	QFA - Vice Pres-Finance & Admin		Vice President for Finance	\$241.00	19-Nov-2007	
68	408001	QFA - Vice Pres-Finance & Admin		Vice President for Finance	\$261.00	19-Nov-2007	
69	408001	QFA - Vice Pres-Finance & Admin		Vice President for Finance	\$241.00	19-Nov-2007	
70	408001	QFA - Vice Pres-Finance & Admin		Vice President for Finance	\$241.00	19-Nov-2007	

4) From the Search Results, select your document from the Doc ID list, and click to open.

OSUF Reimbursements

Acct	Acct Description	Actv	Actv Title	Project ID	Org Title	Prog	Prog Title	Amount	Doc Code	Status	Signer
56530	Travel - Miscellaneous			4000-999990	BFP Testing Reimbursement	61000	Institutional Management	\$698.53	IC005510	OSUF DISAPPR	Yahnke, Eric C

OSUF Disapproval Reason: Current Cash Balance exceeds approved retained Cash Balance - Please use Unit CLRF-xxxx fund to clear transactions and resubmit.

5) To delete the reimbursement transaction, locate the Delete button below the document identifying information.

Document ID: 238  
 Originated by: Budget / Fiscal Planning Phone: (541) 737-  
 Date: 28-Jun-2010 11:16:04 AM  
 Revision: 28-Jun-2010 11:16:04 AM ([view history](#))  
 Req Status: **DISAPPROVED**

The "Delete" button **may not appear** if the reimbursement request is in the authorization stage. You can only delete a reimbursement when the status is PENDING or DISAPPROVED.

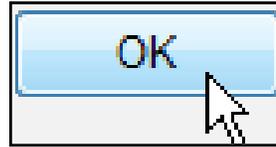
6) Clicking Delete pops up a warning, giving you an option to Cancel, before permanently removing the reimbursement.

WARNING!!!  
 Are you sure you want to permanently delete this reimbursement request document?

Actv Title Project ID Org Title Prog Prog Title Amount

7) To confirm you want to Delete the reimbursement, click

**Note:** The Reimbursement Request selected will be permanently deleted. There is no option to Undo this deletion.



#### Additional Information and Helpful Hints:

- Banner/FIS Transactions are posted to the Reimbursement System every two hours during regular business hours, Monday through Friday, 8:00 am-5:00 pm.
- Reimbursements cannot be edited or deleted unless in **PENDING** **DISAPPROVED** or **OSUF DISAPPR** status.
- Disapproved transactions in a reimbursement are not released until the reimbursement is deleted or the individual line items are removed.
- The **Delete** button may not appear if the reimbursement request is currently in the process of authorization. You can only delete a reimbursement when the status is either set to **PENDING** **DISAPPROVED** **OSUF DISAPPR**